The Board of Commissioners held its regular meeting of Wednesday, June 16, 2010, in the Forand Manor Conference Room – at 3:30pm for the following reasons:

- 1. Meeting Called to Order
- 2. Roll Call
- 3. Election of Officers
- Chairperson
- Vice Chairperson
- 4. Approval of Minutes of Previous Meeting of May 6, 2010
- 5. Public Comment/Resident Concerns
- **6. Executive Summary**
- 7. Consent Agenda Department Reports
- Financial Management
- Housing Management
- Leased Housing
- Facilities Management/Modernization
- Resident Services
- 8. Policies
- Disposition Policy Authority Tangibles
- Computer Use Policy
- 9. Resolution
- PHA Plan

- 10. Contract Discussion and Approval
- Installation of New Boiler System
- Police Services
- 11. NAHRO Award Wii Fit for Bowling
- 12. Job Descriptions for Review Only
- 13. Executive Session: A portion of this meeting may be held in Executive Session pursuant to 42-46-5 (a)(1) and 42-46-5(a)(2) of the General Laws of the state of Rhode Island to discuss the following:

Approval of Past Executive Session Minutes

Personnel Concerns

- 14. Any new business to come before the Board
- 15. Adjournment

The meeting was called to order at 3:30pm by Chairperson Flynn.

Upon a Roll Call, those "Present" and "Absent" were as follows:

Present Absent

Cornelius Flynn, Chairperson
Gladys Burns, Vice Chairperson
Alice Bociek, Commissioner
Julio Castillo, Commissioner
Milad Shabo, Commissioner
Tina Sullivan, Executive Director of Central Falls Housing Authority
Ray Marcaccio, Legal Council

Paula Llera-Delgado, Administrative Assistant
Sue Levasseur, Public Housing Clerk
Bill Aunchman, Maintenance Supervisor
John Kelly, Maintenance
Aimee Tortolano, Resident Coordinator

Election of Officers

Chairperson Flynn turned the meeting over to the Executive Director for the purpose of election of officers.

The Executive Director asked if there were any nominations for the position of Chairperson. Commissioner Julio Castillo made a motion to elect Commissioner Shabo as Chairperson. Commissioner Burns seconded the motion. There being no discussion a roll call vote was taken as follows:

Ayes Nays

Commissioner Shabo

Commissioner Burns

Commissioner Castillo

Commissioner Bociek

Commissioner Flynn abstained from voting

The Executive Director asked if there were any nominations for the position of Vice Chairperson. Chairperson Shabo made a motion to elect Commissioner Burns as Vice Chairperson. Commissioner Castillo seconded the motion. There being no discussion a roll call vote was taken as follows:

Ayes Nays

Chairperson Shabo
Commissioner Burns
Commissioner Castillo
Commissioner Bociek

Commissioner Flynn abstained from voting

Minutes to Prior Meeting of May 6, 2010

Chairperson Shabo asked for comments or concerns pertaining to the previous meeting minutes. There being no other questions Vice Chairperson Burns made a motion to accept the minutes as written. A second to the motion was made by Commissioner Castillo and passed by all present.

Public Comment/Resident Concerns

The Executive Director Sullivan asked for any questions or concerns at this time. John Kelly Maintenance Department stated that there have been several changes throughout the fiscal year with employees, morale, Board Members, and also updating to both buildings inside and out. John commended the Executive Director, and the Board members, employees for doing a great job, and working as a team, he's looking forward to the upcoming year.

Commissioner Castillo showed concern why residents are not present, and questioned if they were notified. Commissioner Castillo mentioned it would nice to obtain feedback and new ideas from the residents on their concerns and needs. The Vice Chairperson responded that the residents are aware, and are asked to attend, and it's also posted on both bulletin boards.

The Vice Chairperson commented on why the Authority has a very expensive intercom system, and why couldn't be used for general use. Attorney Marcaccio stated that it's a privacy issue, and would have to be monitored. The Executive Director suggested that a letter could be sent out to each resident for the next meeting or posted in each building and that meetings could be held on an annual basis.

The Chairperson asked that we have next month's meeting in the community room and send out letters to the residents

Executive Summary

Chairperson Shabo asked for comments or concerns pertaining to the Executive Summary report provided to the Board and asked the Executive Director for her comments.

The Executive Director commented on the Grants that are currently in progress, and is working along with the Grant Writer, the (2) Grants are Ross and The Weatherization Grant. Vice Chairperson Burns commented on the \$6,500.00 dollars per unit from the Weatherization Grant. The Executive Director explained that amount per unit, up to that dollar amount, and is will be allocated for windows.

The Executive Director stated concerns with the VFW that were brought to her attention from the Accountant, and the Attorney. The VFW was purchased for \$475,000.00, the mortgage is \$275,000.00, and the appraised value completed by Scotti & Associated is \$225,000.00, and the mortgage payment a month is between \$1,600.00 - \$1,700.00 a month. It was recommendation from the Accountant and the Auditor to sell the property due to the authority currently has no funds to develop that location, and the Authority is obligated to make those monthly payments. Chairman Shabo questioned when and why it was purchased.

The Chairperson recommends the Authority does not sell the property and that it would not be feasible at this time. Chairman Shabo stated that having commercial land, and where that property is located, is a positive not a negative. Chairperson Shabo also stated that maybe the City would be interested in that property as a Fire Station, or City Hall.

Commissioner Castillo also recommends not selling and continues to have the authority make the mortgage payment on the property, he continues to state that CFHA bought high, and would make no sense to sell low.

The Chairman asked about the housing Authority's property located at 406 Hunt street, The VFW Hall, are we receiving any rent currently for that property. Executive Director stated that Fleet AKA Manafort Brothers Construction and the CFHA made an agreement that construction Co could park there equipment there on NON working hours for zero dollars. In return the housing Authority is in some need of asphalt /cement work, and that would be handled for zero cost to the authority allowing the construction company to occupy that parking lot.

The Executive Director stated that the 2010 Budget is expected to be worked on in July and distributed to the Board in August for their review.

Inspections for Section 8 and Public Housing are currently being out sourced due to The Housing Inspector being out on medical leave until a reevaluation is completed by the doctor on July 6, 2010. Section 8 Department also outsourced a contractor to work in the office part-time to pick up the work load that was to be handled by the prior Modernization Coordinator who is, and has been on medical leave until August 2010. Commissioner Castillo requested the Executive Director send a letter to each employee letting know that they would be discussing their job absence at the next meeting.

After much discussion, Commissioner Flynn made a motion to accept the Executive Summary as written. A second to the motion was made by Commissioner Castillo.

Consent Agenda

Chairperson Shabo asked for comments or concerns pertaining to the Consent Agenda report provided to the Board.

Commissioner Castillo explained that he did not receive the packets came in the day before due to the U. S. postal mail. Commissioner Castillo made a recommendation that the Board packets to be hand delivered the Friday before each board meeting, so that each board member has time to review, and be prepared with any questions that might arise.

There being no additional questions Vice Chairperson Burns made a motion to accept all department reports as written. A second to the motion was made by Commissioner Bociek and passed by all present.

Policies:

Disposition Policy

The drafted Disposition Policy is intended to provide a process and a guideline for disposing of Property/Assets belonging to CFHA. The Executive Director provided the draft for review and to discuss with the Board members. The Executive Director explained that there is NO policy in place currently as to how Assets owned by the Housing are disposed, once there is no need and or use of the property any further. The Executive Director explained that it is past practice to provide the City with disposed property.

The City of Central Falls has shown interest in obtaining ownership in the 1990 GMC Truck currently owned by the authority, which has been replaced with a 2010 Ford truck. The Executive Director explained that B & L Auto of Central Falls inspected the truck and gave a value of \$ 2,000.00, and it would be a cost to the Housing Authority to maintain, and repair this truck. Bill Aunchman, Maintenance Supervisor also recommended that the board members agree to hand the truck to the City as it would be a large cost to the Authority to keep and maintained the truck.

The Executive Director mentioned it would be in the best interest of the Housing Authority to cancel the registration, insurance etc... and hand it over to the City for the cost of a dollar so that the Authority would not be giving it away for zero dollars. Commissioner Castillo made a recommendation that we just give it to the City since in fact we are a Tax Exempt facility, and don't pay taxes.

The Chairperson requested the policy be rewritten and reviewed by legal prior to passing the policy. The Executive Director stated that it's always been the mutual understanding that personal property/assets have always been pasted on to the city of Central Falls, and wanted to continue the same process just as long there is no legal recourse to the Housing Authority for doing so. The Executive Directed stated that there no need for a motion at this time information purposes only, and the draft of the policy will be changed.

Computer Policy

The Executive Director Sullivan introduced a Computer Policy that should be reviewed and signed by all CFHA employees, and added to their personnel policy file. This policy outlines acceptable use of computers, internet, and email which is owned by the Housing Authority. Commission Castillo questioned if there was a current policy in place. The Executive Director stated there was no policy.

After much discussion, Commissioner Flynn made a motion to approve The Computer Policy which will be added to the Personnel Policy. Vice Chairperson Gladys Burns second the motion and passed by all.

Resolution

The following Resolution was introduced by the Executive Director and read in full and considered.

RESOLUTION NO#

Annual Plan/Five Year Plan

After much discussion regarding the REASON FOR RESOLUTION, Commissioner

Castillo, moved that the foregoing Resolution be adopted and introduced, which was seconded by Vice Chairperson Burns. Upon roll call the "Ayes" and "Nays" were as follows:

Ayes Nays

Chairman Shabo
Vice Chairman Burns
Commissioner Castillo
Commissioner Bociek
Commissioner Flynn

The CHAIRMAN thereupon declared said motion carried and said resolution adopted.

Contract Discussion/Approval

The Executive Director provided the Board of Commissioners with a bid award review for the new boiler system for the Forand Manor Annex. Bill Aunchman maintenance Supervisor stated that the company by the name of ATC is the lowest, and most qualified, and has completed work prior for the housing authority and has always been in good standing. A motion was made by Commissioner Castillo, and seconded by Vice Chairperson Burns.

The Executive Director provided the Board with a letter she received from HUD concerning police services. After numerous letters from HUD it's not supported on their behalf. HUD is not in agreement, nor is in favor of having a contracted community paid police officer as a floater for both Housing Authorities. Commissioner Castillo asked when the original police contract began. The Executive Director answered about 2 to 3 years ago. Chairperson Shabo made a motion to cease the Police contract based on HUDS decision, Chairperson Shabo also made a motion to open the contract up for a bidding process Commissioner Castillo made a motion as well, and Vice Chairperson Burns 2nd the motion.

NAHRO

The Executive Director explained that The Housing Authority is being presented with an Award on July 22, 2010 from NAHRO in regards to the WII Fit Program that has been bought by the housing authority and given to the residents for interaction purposes in the community room at the Forand Manor.

Job Descriptions

The Executive Director provided a copy of all job description s of every employee of the Authority for review purposes only will be part of an upcoming Board meeting for approval.

Executive Session

The Board of Commissioners entered into Executive session at 5:10pm. Commission Flynn made a motion to enter in Executive Session. A Second to the motion was Vice Chair person Burns.

Commissioner Castillo made a motion to leave Executive Session at 5:24pm and a seconded to the motion by Vice Chairperson Burns. The motion was carried by all.

New Business

There was no new business to go before the Board of Commissioners

There being no new business to come before the board, a motion was

made by Commissioner Castillo and seconded by Commissioner Bociek, to adjourn the meeting at 5:25 pm. The motion was carried by all.